

Chapter 7

Request For Funds

With the exception of State Transit Assistance (STA) formula funds, all funds administered by the Office of Public Transit (OPT) are reimbursed for expenses already incurred. Transit agencies must submit a [Request for Payment \(http://www.iatransit.com/admin/handbook_forms/020018.pdf\)](http://www.iatransit.com/admin/handbook_forms/020018.pdf) form indicating the actual expenses and amount for reimbursement. The request must have an original signature of either the transit agency's authorized signatory (as identified in the annual application resolution) or the project manager. Payments are only paid to transit systems that are current on all required reporting and loan repayments. When a transit system submits past due required reports, payments will be distributed.

STA Formula Funds – STA formula funds are paid monthly to transit agencies current on all required reporting. No Request for Payment is needed for STA formula funds. The funds can be automatically transferred to the transit agency's bank account with a one-time authorization from the transit agency by completing an Electronic Funds Transfer form. To obtain an Electronic Funds Transfer form contact the Iowa DOT's Office of Accounting at 515-239-1703. The amount of the monthly STA payments is determined by the amount of use tax collected. OPT calculates the amount for each system based on the formula discussed in [Chapter 3](#).

Transit Request for Payment form is used to request any payment for programs administered by the OPT, including Sections 5309, 5310, 5311, JARC and training fellowships. The form is also available on the website: http://www.iatransit.com/admin/handbook_forms/020018.pdf. Use a separate form for each contract number and type of funding reimbursement requested. The form must be completed with basic information needed for each type of funding. Some types of funding require additional documentation.

Heading Information: Include the name of your transit system, the agreement or fellowship number, and the accounting contract number (information found in your agreement with the Iowa DOT or your fellowship approval notification.)

Section I: Check the type of funding you are requesting. This information is on the Joint Participation Agreement with Iowa DOT.

Section II: Complete a line for each item in the contract agreement for which you are requesting reimbursement. Identify the line number from the contract, brief description of the item, and explanation of funding requested on this request.

- A. Total dollar amount for the line item in the contract.
- B. Dollar amount you are requesting. (Round down to nearest dollar.)
- C. Previous dollars you have received for the line item.
- D. Remaining dollars left for the contract line item.

Each request must be signed by the authorized signatory or project manager identified on the agreement.

Federal Section 5310/5311 Operating – Transit systems may request operating funds when the amount requested is no more than half of the operating deficit. Include documentation of operating costs and deficit. A quarterly statistical report or monthly internal financial report must be submitted for documentation.

Federal Capital Funds – Requests for capital funds, either under Sections 5311 or 5309 programs, must also include vendor invoices or copies of invoices. A summary of multiple invoices with total dollars should be included in Section II of the Request for Payment form, or attached as a separate document. A completed inventory sheet must also be included (see [Chapter 10](#)).

Capital funds are paid as a reimbursement of expenses, except in the case of vehicles. For vehicles, the transit system must have a completed inspection and the [Post Audit Report](#) (http://www.iatransit.com/admin/handbook_forms/020109.pdf). The amount requested on the Request for Payment form must be the amount the transit system is paying to the vendor immediately (excluding any withholding). Funds to be withheld from the vendor pending remedy of delivery defects must be requested separately when the system is ready to pay the vendor.

The Iowa DOT is obligated to transfer the funds to the transit agency within three working days after receiving the money from the FTA. The transit agencies are also obligated to make payments for vehicles within three days after receiving the funds from the Iowa DOT.

AMOCO Capital Match Loan – A transit agency must submit a request for payment to obtain the loan funds. Vendor invoices or copies of invoices must be attached to the requests. Request for the AMOCO loan funds can be requested at the same time as for the federal portion. However, documentation (vendor invoices) must be attached to each request.

Training Fellowships – All fellowship reimbursement requests should be submitted within 60 days after the training. Documentation is required for fellowships under the State Transit Assistance (STA) program and the Rural Transit Assistance Program (RTAP). Along with the Request for Payment, supporting documentation must be attached. Receipts are required for lodging, registration, and air transportation. Receipts are required for individual expenses in excess of \$5.00 for bus, cab, shuttle, parking, and other allowable expenses. Reimbursement for fellowships is fifty percent of actual expenditures, unless a higher percent is authorized by the director of OPT. (See [Chapter 12](#))

Planning Payment Requests – Each planning agency must submit a reimbursement request to the Iowa DOT, Office of Systems Planning, for federal funds (RPA-5311 or 5313, MPO-5303) according to planning activities conducted during the previous quarter. Along with the reimbursement request invoice, a Quarterly Progress Report must be attached. The reimbursement for federal planning funds is 80% with a 20% local match.